

Highlands Courtyard – Owner Intent to Renovate

This form is intended to ensure Owners notify Madison Property Management (MPM) and the Highlands Courtyard Board of Directors of any Unit intending to undertake a significant renovation, addition or removal of walls, or flooring or new window treatments, etc.

The Highlands Courtyard Board of Directors believes it is good practice to be informed of proposed structural and/or architectural remodeling projects to ensure all City of Fitchburg requirements are adhered to. It is not the board of directors' intent to approve or deny any of these remodeling efforts, but to make sure that each owner complies with current City Building Codes and our association's governing documents (Declaration, Bylaws and Rules and Regulations).

Also, the board of directors wants to ensure that contractors are skilled, licensed and insured, and are adhering to our waste guidelines, and that other Highlands Courtyard neighbors be informed of possible excessive noise or utility service interruptions.

To maintain the structural health and integrity for all, **please fill out the following form if you are an Owner and are considering a major project, remodel, kitchen or bath renovation, floor replacement, adding or removing walls or replacing window treatments, etc.**

An Owner does not need to fill out this form if they are making minor repairs or renovations; for example, painting, replacing a refrigerator, updating lighting, etc.

The following information will assist Owners in determining if they need to notify Madison Property Management and the board of directors about a project:

- Is your proposed change visible from the exterior of the Condominium?
- Is your proposed change visible from the interior Common Elements (i.e. hall, entry, stairs, other units, etc.)?
- Does your proposed change involve noisy work that other Owners may hear?
- Does your proposed work involve cutting drywall, sub-flooring or the ceiling?
- Does your proposed change require permits or a licensed contractor?
- Does your proposed work involve contractor vehicles on-site at Highlands Courtyard? If yes, how long will they be on site?

It is **strongly recommended** that you review the Current Declaration, definition of Unit and Common and/or Limited Common Elements as you embark upon your project.

Please fill out the form on the following page and notify Madison Property Management and the Highlands Courtyard Board of Directors of your intention to embark upon a renovation project.

INTENT TO RENOVATE at HIGHLANDS COURTYARD

NAME(S) _____ DATE _____

ADDRESS and UNIT # _____ PHONE# _____

DESCRIBE IN DETAIL YOUR PROPOSED RENOVATION _____

WHO IS THE CONTRACTOR YOU WILL BE WORKING WITH?

CONTRACTOR'S CONTACT INFO _____

**CONTRACTOR MUST PROVIDE CERTIFICATE OF INSURANCE TO:
Madison Property Management**

HOW LONG IS THE RENOVATION EXPECTED TO LAST? _____

HAVE YOU CHECKED TO DETERMINE WHETHER YOUR RENOVATION REQUIRE CITY INSPECTION, PERMITS AND APPROVAL? _____

DOES YOUR RENOVATION REQUIRE WATER SHUT OFF TO THE UNIT? _____

HAVE YOU INFORMED YOUR CONTRACTOR OF THE NEED TO MAKE SEPARATE ARRANGEMENTS FOR REMOVAL OF ANY CONSTRUCTION WASTE? (CONSTRUCTION WASTE **MAY NOT** BE PLACED IN THE TRASHROOM DUMPSTERS!) _____

PLEASE EMAIL FORM TO: peterj@madisonproperty.com